



**'Kind, Respectful, Best'**

# **Brookland Federation** **Brookland Junior School**

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**Executive Headteacher – Mrs M. Barton**

**Head of School - Mr A. Pugh**



**Wednesday 3rd September 2025**

## **WELCOME BACK TO SCHOOL**

Dear Parents & Carers,

I hope you have all had a wonderful and restful summer break; it is amazing how fast the 6 weeks go. All the staff at Brookland are thoroughly looking forward to welcoming all the children back to school on Thursday 4<sup>th</sup> September and we look forward to hearing all about what they have been doing over the summer.

As we return for another academic year, I would like to take this opportunity to welcome our new Year 3 families to the juniors. It is a pleasure to have your family join our Brookland Junior community and I am sure your child will thoroughly enjoy their time with us.

Below are some of the key details you need to know ahead of your child returning to school on Thursday.

### **Meet the teacher meetings**

A reminder (as per the newsletter sent out at the end of last term) that the 'Meet the Teacher' meetings will be held next week in the school hall. Please arrive for the meeting via the hall doors to the side of the school. The dates and timings of the meetings are as follows:

**Year 3 - Monday 8th September @ 9.05am**

**Year 4 - Monday 8th September @ 2.40pm**

**Year 5 - Tuesday 9th September @ 9.05am**

**Year 6 - Tuesday 9th September @ 2.40pm**

This meeting is an opportunity to meet your child's class teacher. The teachers will also be sharing information about curriculum, routines, home learning etc. All information shared at the meeting will be emailed to all parents after the meeting.

### **Attendance**

Please support us to keep our attendance percentage high by ensuring your child attends school every day and is on time. If your child arrives at school after 8:55am, they will be marked in as 'late' because it is after the register has closed. This will also go down as an unauthorised absence despite them being in school. Attached is our attendance policy for your reference.

### **Start and finish times**

The school gates will open at 8:40am and close at 8:50am to enable children a soft start in the morning. Years 3 and 4 will use the gates nearest to the infant building, and Years 5 and 6 will use the gates nearest to the junior school office. You will need to drop your children to the gate; from there the children will walk to their classrooms themselves. School finishes at 3:10pm, where you are able to pick up your child from their classroom door. Staff will be on hand to direct everyone to their classrooms. As a quick guide, the gates closest to each class are:

***Year 3 and 4 - use gates nearest to playground***

***Pine and Birch - use the double gates closest to the main office***

***Willow, Redwood, Elm and Chestnut - use the single gate closest to the visitors car park***

## **Collection arrangements**

For years 4, 5 and 6 we will assume that collection arrangements are the same as they were last academic year. Year 3, we have the collections arrangements as per your admission forms.

If there are any changes to the collection arrangements for your child from last academic year, including them changing to be a walker, please inform us by calling the school office, or emailing on: [admin@brooklandjim.herts.sch.uk](mailto:admin@brooklandjim.herts.sch.uk).

We will only release your child to those identified on our collection arrangement forms that we currently have recorded on our system.

If your child has permission to walk home by themselves (Years 5 and 6) and you have supplied them with a mobile phone, please reinforce that they must hand their phone in to their class adult when they enter school, as this is a non-negotiable request. The teacher or teaching assistant will ensure that the phone is locked away for the school day in the school office in line with our safeguarding and online safety policies. The children will be given their phone back at home time. Children who are not walking home alone, should not be bringing a phone into school.

## **Lunch**

If your child is going to have school dinners, please ensure you have selected their lunch option on '*School Grid*' prior to them coming into school each day. You have the option of picking lunches for an entire term in one go. If there are any issues with this, please either email on [admin@brooklandjim.herts.sch.uk](mailto:admin@brooklandjim.herts.sch.uk) or just pop into the office in the morning.

If your child is having a packed lunch, they must come to school with a packed lunch box/bag that is **clearly labelled with their name and class**. This will be placed on their class lunch trolley each morning. A reminder that no food items should include nuts as we are a **nut-free school**.

## **Birthday sweets/treats**

Following advice from the local authority and Anaphylactic UK, we will be moving to be in line with other schools in the county, and asking children not to bring in sweets and cakes for their class when it is their birthday. This advice has been given to schools for various reasons including healthy eating but mainly for allergy safeguarding. Recently there have been numerous incidents in Hertfordshire where children have had serious anaphylactic reactions to birthday sweets and cakes that were brought into school. We of course love to acknowledge the birthdays of children and will continue to do so by wishing them a happy birthday and singing happy birthday to them, and we ask that if you do want to share something with the class, then a book for the class reading corner or a board game would be a great choice. As a Federation, we will continue to have times when we give a small treat to the children, e.g. ice lollies in the hot weather / Easter eggs etc. We are able to manage this due to holding allergy information for all children and staff and by ensuring we buy foods that meet the medical requirements for all our community. We hope you understand our reasons and support us in ensuring all our children and staff stay safe and well.

## **Water bottles**

Children should come to school every day with a named water bottle in order to stay hydrated and to support them to learn to the best of their ability. The water bottles should **only** have water in them.

## **School uniform**

As a school, we have very high expectations so please support us in this by ensuring your child comes to school in the correct school uniform every day, including smart black footwear.

Please name all items of clothing, especially coats. Long hair (longer than shoulder length) should be tied up and the only jewellery that is permitted to be worn is a watch (not a smart watch) and/or stud earrings. These must be taken out on PE days. No bracelets or any other jewellery is permitted to be worn, unless it is worn for religious reasons. Please see the school website for detailed information on our uniform expectations - [Brookland Junior Uniform Information](#)

### **PE uniform**

Just as with the school uniform, we also have very high expectations with the PE uniform the children wear. Please ensure children are in the correct PE uniform with the correct footwear. No bright colours for trainers and **no** football kits are permitted to be worn as PE uniform. Please also ensure that the shorts your child wears for PE are of an appropriate length. The PE uniform can also be found on the link above. PE days are indicated below. Children are to wear their PE uniform on PE days. **Please note that the PE days will start from the week beginning Monday 8th September.**

Year 3 – Monday and Tuesday

Year 4 – Monday and Tuesday

Year 5 – Wednesday and Thursday

Year 6 – Wednesday and Thursday

### **First Aid**

Brookland Junior School records all accidents that require first aid during the school day. If your child bumps their head, a 'Bumped Head' letter and a text message will be sent home to inform you about the bumped head and to inform about symptoms to look out for. In addition to this, children will be given a coloured wristband so that everyone in school is aware of the accident.

### **Medication**

If your child requires any medication and it is not currently in school, please bring the medication in on Thursday 4<sup>th</sup> September and hand it in at the office. When at the office you will need to complete a medication form so we can administer the medication if needed. Please do not give the medication to your child to give to their class teacher. Please check that the medication you hand in is in date.

If your child has regular medication and requires a care plan, either Mr Pugh or myself will contact you to ensure that it is up to date. If there are any new requirements for a care plan or the administration of medicines, please contact the school office.

If your child requires an epi-pen, we should have two of these in schools at all times. Can I also remind parents that as per policy, it is your responsibility to ensure your child's medication is in date.

### **Sunrise and Set Club**

If you have signed your child up, then Sunrise (breakfast) club and Sunset (after school) club will start up again from Thursday 4<sup>th</sup> September. Sunrise club starts at 7:45am and Sunset club finishes at 6pm.

### **After School Clubs**

We will be finalising after school sports and activity clubs this week. We will email out the club letter later this week or early next week with instructions of how to sign your child up for clubs.

### **Parent/Carer conduct when on the school grounds**

This is a gentle reminder that if driving onto site, the speed limit is a maximum of 5mph. Please also ensure you **only** stop or park your car in designated bays to ensure the safety of everyone, especially the children. The disabled bays are for blue badge holders only.

I would also like to remind everyone that as adults, we are **ALL** role models to the children and our behaviour on the school site needs to show us as positive role models. With this in mind, please do ensure conversations, behaviours and words used when on site are appropriate. I thank everyone in advance for your cooperation with this.

### **Outdoor playground equipment**

Please do not allow your children to go and play on the playground, trim trail, on the gym equipment, field or in the MUGA after school. These pieces of equipment are for the children to use during school time and are not for use after school. Thank you for your cooperation with this.

## **Communication with the school**

The school office will be open from 8.30 am on Thursday 4<sup>th</sup> September. The office can get very busy, especially during the mornings, so during these times it may be advisable to call the school or email the office on [admin@brooklandjm.herts.sch.uk](mailto:admin@brooklandjm.herts.sch.uk).

If you would like to speak to the class teacher, please contact them on the class email which is your child's class name followed by @brooklandjm.herts.sch.uk. For example, if your child is in Elm Class then their class email is elm@brooklandjm.herts.sch.uk. Please note that it may take up to 48 hours to get a reply from the class teacher.

Any urgent messages or changes to collection arrangements should be communicated with the school office and **not** via the class email. This is because teachers will not have class emails open to view during the school day.

It is also important to note that the school may leave voicemail messages at times where we attempt to contact you with no answer, which may contain relevant information.

**Weekly newsletter** – please keep an eye out for our weekly newsletter which gets emailed on a Friday – this newsletter has all the information that you need about upcoming events and shares exciting news about things going on in the school. The newsletter also has key dates for the upcoming term.

For now, I do hope this information is useful to start the new school year. We will be emailing out further information as the weeks go on. If you do have any questions or queries, please do not hesitate to contact the school office - Miss Murphy and Mrs Clancy will be more than happy to assist.

There is just one more sleep until we see all the children back and we cannot wait. I am sure there will be some nerves as well as excitement (and that may just be from the parents) as the children return, but there are so many exciting things to learn about, new experiences to be had and memories to be made. It is sure to be an exciting year ahead!

All the staff at Brookland look forward to welcoming the children back to school on Thursday morning.

Kind regards,

*M. Barton*

Mrs M Barton  
Executive Headteacher

*A. Pugh*

Mr A Pugh  
Head of School